

Meeting Date:

June 9, 1998

Members Present:

Wanda Martin (Recorder, proxy)
Greg Jordan (Treasurer)
Sarah M. Taylor (County Clerk)
Bennie Newell (Circuit Court, proxy)

Others Present:

Barbara Butler (Lawrence Township Poor Relief)
Frances Kelly (Coroner's Office)
Andrew Swenson (Department of Metropolitan Development)
Mary Gillum (Perry Township Assessor)
Mark Mertz (Office of Corporation Counsel)

The meeting was called to order by Acting Chairman Sarah M. Taylor.

Approval of Minutes: A motion was made by Greg Jordan to approve the minutes of the March 30, 1998 meeting. Motion was seconded by Wanda Martin and unanimously approved.

Lawrence Township Poor Relief Office: A Request was made to destroy the following records: PR3 Purchase Order Copies (January, 1970 to January 15, 1992); Applicant Files containing PR1, PR1A and GCUR2A Forms (January, 1970 to February 15, 1992); Register of Poor Fund Claims (June, 1976 to December, 1991). An order was made by Greg Jordan to approve this request. Order was seconded by Bennie Newell and unanimously approved.

Perry Township Assessor: A request was made to destroy the following records: Form 101 Personal Property Returns (1984 through 1987); Forms 104 et al business Personal Returns (1984 through 1987). The order was made by Greg Jordan and seconded by Wanda Martin.

Marion County Coroner's Office: A request was made to destroy the following records: Police Interdepartmental Reports (1986 through 1993); Police Reports (1986 through 1993); Indiana University Pathology Diagrams (1986 through 1993); Crime Lab Reports (1986 through 1993); Coroner Notes (1986 through 1993); Towing Reports (1986 through 1993); Medication Reports (1986 through 1993); Correspondence from Insurance Companies or law firms (1986 through 1993); Medical records (1986 through 1993); SID Infant Reports (1986 through 1993); Chain of Custody for Personal Property (1986 through 1993); Carbon Monoxide Reports (1986 through 1993); Cremations Letters (1986 through 1993); Death Certificates (1986 through 1993). An order was made by Greg Jordan to approve this request. Order was seconded by Wanda Martin and approved unanimously.

Office of the City Controller: A request was made to microfilm and destroy the following documents: Escrows (1986 –1996). This request is to be tabled until the next meeting as Commission members had questions about the content of these documents and a representative was not present. Greg Jordan made the motion to table and was seconded by Wanda Martin. The order was unanimously approved.

City of Indianapolis Department of Metropolitan Development: A request was made to microfilm and destroy the following documents: Land Use Petition Documents (1993); Building Permit Documents (1998). With the concern expressed by Commission members for the current year, Mr. Andrew Swenson of the department gave a detailed explanation of what the documents were and how they were copied. Mr. Swenson stated that Mr. Handfield and an associate did visit him in 1997 and gave a verbal approval for this method of handling the building permits. See

attached memo from Andrew Swenson. Based on the 1997 decision from the state regarding the disposal of these documents, an order was made by Greg Jordan to approve the request. The motion was seconded by Wanda Martin and unanimously approved.

Acting Chairman Sarah Taylor gave to Commission members copies of the information on the upcoming Micrographics Conference to be hosted by the Indiana Commission on Public Records on September 23rd and 24th.

There being no further business, the meeting was adjourned.

Joan Romeril, Chairman

Sarah M. Taylor, Secretary